




MICHAEL P. JUDGE
PUBLIC DEFENDER

LAW OFFICES
LOS ANGELES COUNTY PUBLIC DEFENDER
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TO: THE HONORABLE DON KNABE
Chairperson, L.A. County Board of Supervisors

FROM: MICHAEL P. JUDGE 
Public Defender

DATE: December 23, 2003

RE: MINUTES - EXPANDED STAFF MEETING

Attached is a copy of the Minutes of the Expanded Staff Meeting
of the Office of the Public Defender held on November 13, 2003.

MPJ: fn
Attachment
cc: Each Supervisor
Each Justice Deputy
CAO: Sharon Harper, Chief Deputy



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TO: ALL STAFF

FROM: MICHAEL P. JUDGE
Public Defender

DATE: December 23, 2003

RE: MINUTES - EXPANDED STAFF MEETING

The Expanded Staff Meeting for the Public Defender's Office was held on November 13, 2003. The following are members:

Michael P. Judge
Robert E. Kalunian
Lon Sarnoff
John Vacca
Mel Tennenbaum
Ronald Brown
Mike Concha
Ron Yorizane
Winston Peters
Bernice Hernandez
Rudy Rousseau
Bill Weiss
John Martinez
Laura Green
Kelly Emling
Lita Jacoste
Karen Thompson
Allen Adashek
Albert Manaster

Verah Bradford
Gregory Fisher
Diane Parris
Steve Hobson
Marilyn Turner
Alan Abajian
Stu Glovin
Corrine Cortinas
Joan Croker
Janet Yarbrough
Bob Hall
Bill Saul
Doug Love
Bobby Gil
John Gonzales
Darolyn Jensen
Ron White
Carole Clem
Ramon Quintana

Wendy Edmisten
Mark Lessem
Mike Demby
Marvin Isaacson
Geneva Phillips
Charlie Klum
Stan Shimotsu
John Brock
Cheryl Jones
Mark Windham
Leslie Sterns
Clyde Juloya
Paula Montez
Patricia Aguilar
Haydeh Takasugi
Dennis Yamamoto
Patricia DeLaGuerra
Robert Johnson
Vicky Russell

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The November 13, 2003 Expanded Staff Meeting was chaired by Public Defender Chief Deputy Robert E. Kalunian.

The following is a summary of the topics that were discussed:

S 1091 PROSECUTORS & DEFENDERS INCENTIVE ACT - Robert E. Kalunian

A Bill pending in Congress called the Prosecutors and Defenders Incentive Act is a Federal student loan forgiveness program to encourage employment as Public Defenders and Prosecutors throughout the country. The Federal Government will repay \$6,000 a year of student loans per individual up to \$40,000. The good news is that it has passed the house. The information that NLADA received is that it is going to bypass the Senate Judiciary Committee and go straight to the Senate floor. It should be coming up for a vote relatively soon and does appear it is going to be close but they are optimistic that it will pass.

Mr. Judge sent a letter to the presidents of the Public Defender affinity associations requesting their assistance by contacting Senator Boxer and Senator Feinstein. Likewise, anyone who knows a U.S. Senator anywhere in the country is asked to contact them in writing to vote for this Bill. Loan forgiveness is needed to enable prosecutorial agencies and public defender agencies to recruit and retain quality individuals. The new law would apply to loans whether they are pre or post to enactment of the law, although the individual still has to be working as a public defender to receive the repayment.

REGISTRATION FEE COLLECTIONS - Janet Yarbrough

The expansion of Collection of Registration Fees by General Collection Services is scheduled to rollout November 3, 2003 countywide. Each head deputy should have been notified that the General Collection Services conversion will be taking place on November 3, 2003. You should have been notified by the court manager and all the necessary forms and envelopes should have been provided to you. Please notify Ms. Yarbrough if your court has not come up on the system. Ms. Yarbrough asked that she be notified if there is anyone who has not been notified and has not come up on the new system as of last week.

A few meetings ago information was issued regarding a new protocol for collection by General Collection Services. General Collection Services has revised the protocol, one for adult and one for juvenile. Make sure each area office receives them as well.

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Mr. Kalunian indicated we need to train staff in locations where GCS will be used for collecting registration fees because it is a totally different format and there are many different responsibilities for the lawyers, in particular the DIC's and head deputies. So, in all locations that are changing over to GC Services, Mr. Kalunian requested that all staff receive a copy of the new protocol and that managers ensure it is followed. The Public Defender receives 80% of the revenue, which can add up and we depend on it.

Janet Yarbrough indicated the green copy of the form goes in the client file, you no longer have to send anything to Fiscal Services. Ms. Yarbrough indicated she is willing to work with staff at any branch that needs her assistance with the protocols.

REVIEW OF STOGNER CASES - Lon Sarnoff

Mr. Sarnoff thanked staff for continuing to provide results of Stogner reviews and indicated we are making substantial headway in clearing cases. Rudy Rousseau from the Airport branch indicated the District Attorney filed a Habeas petition at his branch on a Stogner case.

Lon Sarnoff indicated that he hoped next week we will be able to compile our statistics and requested that any other stats that are available from the branches be forwarded to him by the head deputies as soon as possible.

UNINSTALLED COMPUTER EQUIPMENT - Lon Sarnoff

Lon Sarnoff reported the latest flood in the Public Defender's offices located in the Van Nuys Courthouse apparently damaged three boxes of computer equipment that had been sitting in Van Nuys waiting to be installed. Mr. Sarnoff inquired of each member if they were aware of any equipment at their branch that had not been installed and to please let him know about it immediately.

On the subject of computer equipment, Data Systems supervisor Elaine Palaiologos requested that whenever someone puts in a repair order to Data Systems, she would like them to also e-mail her the same request, so that she can periodically check on the status.

LOS ANGELES COUNTY FRAUD HOTLINE POSTERS - Robert E. Kalunian

Mr. Kalunian stated that we have been provided with new Los Angeles County Fraud Hotline posters and asked that each member take posters and display at their offices. Be sure to post them at each office.

DEPARTMENT MAPP GOALS - Robert E. Kalunian

Mr. Kalunian stated that the 2002/2003 MAPP performance ratings are pretty much complete. We should get those finalized and back by the beginning of December. With respect to 2003/2004 plans and goals Lupe Garcia sent e-mails out to all participants with the new MAPP forms last week. Yesterday Mr. Kalunian sent the 2003/04 Departmental goals and MAPP goals by e-mails to everybody so most of you should have yours.

- Goal #1: **Establish a relationship with consuls general throughout the country.** There are different levels of relationships depending on the frequency our investigators that need to travel in those countries. This goal should be included in all attorney MAPP participants performance plan.
- Goal #2: **Public Defender Body on Culture, Gender and Race issues.** This goal applies to all executive staff, administrative staff and any managers who happens to be on the advisory body.
- Goal #3: **Update and disseminate DIC manuals which applies to all MAPP participants.** This goal applies to all MAPP participants.
- Goal #4: **Administrative intranet page internal and external administrative information.** This goal applies to executive management and administrative staff.
- Goal #5: **This goal is an individual goal for your location.** MAPP participants should have a minimum of three and a maximum of five goals. Everyone should have their own individual goal, something that hopefully you want to accomplish in the coming year.

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Mr. Kalunian would like all MAPP participants to use the new forms provided. Proposed goals should be provided to the rater by e-mail or on disk so that the rater, (division chief or above) can bring them to the November 24 Monday morning meeting. It is suggested you keep an electronic copy because at end of the period you are going to have to use that to fill in your self assessment.

Ron Brown inquired about Goal #2 the Public Defender Advisory Body on Culture, Gender and Race issues. Mr. Kalunian said there will be a PDQ article in the next issue soliciting individuals who are interested and then Mr. Judge will make selections, but it depends on the type of interest we get. Mr. Kalunian indicated we want to have the Advisory Body to have a cross section of individuals, not only race, gender and cultural background, but by job classification too; so we have to see how many individuals express an interest. If not enough, we will have to ask people if they would like to be a part of the committee.

Alan Abajian asked if there is going to be any procedure to see if individual Goals are appropriate. Mr. Kalunian responded he intends to personally review the proposed goals.

ADDITIONAL MATTERS

Rudy Rousseau reminded all staff about the retirement dinner for Bobbie Anderson on December 4, 2003 at the Radisson Hotel, 6161 Centinela Avenue, Culver City, California at 6:00 p.m. The cost is \$45 and Mr. Rousseau requested that anyone who is interested and needs information should feel free to contact him.

Stanley Shimotsu mentioned the Torrance Christmas Party will take place on December 11, 2003.

The next Expanded Staff meeting is December 11, 2003 at 2:00 p.m. in the library on the 19th floor of the Clara Shortridge Foltz Criminal Justice Center.